



R U L E S

AND

R E G U L A T I O N S

RESPECTING THE

Recruiting Service.



THE
JOURNAL OF THE
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VOLUME 34 PART 1 1904

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By John Adams,
PRESIDENT OF THE UNITED STATES.

RULES AND REGULATIONS

RESPECTING THE

Recruiting Service.

I.

No indirect methods are allowed to inveigle men into the service of the United States; and it is particularly forbidden, to enlist any individual, while in a state of intoxication.

II.

No individual is to be enlisted

healthy, robust, and without unsound or sore legs, scurvy, scald head, or other infirmity that may render him unfit for service.

III.

NEGROES mulattoes or indians are not to be enlisted. Natives of fair conduct and character are to be preferred ; but foreigners of good reputation for sobriety and honesty may also be enlisted. Any recruiting officer enlisting a transient person who shall desert before marching from the place of rendezvous shall reimburse out of his pay the loss sustained by such desertion.

IV.

No recruit is to be enlisted or attested in any other capacity than as a private foldier.

V.

EACH recruit is to be enlisted for the term of *three* years and to receive the bounty *mentioned in the Act to augment the bounty of the United States and to settle free hands* but no part of the bounty to which a recruit is entitled, before joining his company or corps, is to be advanced until he shall have been sworn before a magistrate according to the *form* herein prescribed. The recruiting officer will be cautious to regulate the proportions of such advance, agreeably to law.

VI.

EVERY recruit, at the time of his enlisting, or within six days afterwards, is to be brought before the next justice of the peace, or the chief magistrate of any county or corporation, not being an officer of the army, or where recourse cannot be had to the civil magistrate, before the judge advocate, to be sworn. In their attes-

tations the day of enlistment as well as the day and place of attesting, must be distinctly specified according to the form annexed (No. 1). The utmost care is to be taken in filling them up correctly and legibly. No recruit is to be sent to his regiment, corps, or general rendezvous on any pretence whatsoever, whose enlistment and attestation have not been completely and finally executed conformably to the above directions, and all the attestations of recruits raised in every two weeks, unless otherwise ordered, are to be invariably transmitted to the officer commanding in the district.

VII.

THE injunctions of section 3, article 1, of the articles of War, are to be observed towards each recruit.
~~Intelligence from the military district.~~

VIII.

THE recruiting parties will be distributed in districts, and a field officer, when one can be so employed without injury to the service, stationed in each district.

THE field or other officer appointed to this duty will have the command of all recruiting parties in his district. He will give a conditional approval of the recruits whom he may judge fit for service, except in cases where regiments are so quartered, as to render it in point of distance, equally convenient for the recruits to be sent to their respective head-quarters.

IX.

THE senior officer in each quarter shall report weekly to the officer of the district, the number and strength

of the parties therein, specifying the names of the commissioned officers belonging to them, and whether they have been absent during the week, the number of recruits under his command, with the names of those enlisted since the last return, and a description of their persons, the bounty advanced, the arms, accoutrements and clothing delivered to them, and the incidents that have taken place during the week ; the whole to be drawn up according to the form annexed, No. 2 ; and all letters, containing such returns, shall be addressed to the Secretary of War, and to the care of the officer of the district.

X.

He shall also keep a recruiting book, in which he shall record,

- 1st. The name, trade, place of birth, age, size, complexion and other particulars descriptive of each recruit.
- 2d. THE money advanced every recruit whether on account of bounty or pay.
- 3d. THE articles of cloathing, arms and accoutrements delivered each recruit.

XI.

No party for the purpose of recruiting is ever to be detached from the head-quarters of the recruiting party without a commissioned officer or faithful non-commissioned officer ; and no officer is to leave his station even for one day without reporting it to the officer of the district, or to be absent therefrom for more than one day without the previous permission of the said officer.

XII.

THE officers of districts are to be responsible for the dress, regularity and good conduct of the officers, non-commissioned officers and private men of the several recruiting parties under their respective command. In promotion of the object of this article, it is enjoined upon all officers employed on the recruiting service, constantly to wear their uniforms. This order is to be enforced by the officers commanding districts, and no non-commissioned or private man is to be allowed to deviate in the smallest degree from the established rules, in regard to their uniform and dress.

XIII.

COURTS MARTIAL to consist of three commissioned officers, may be ordered at the discretion of the officer commanding a district, for the trial of such offences as shall be committed by the non-commissioned officers and soldiers of the recruiting parties under his command, and which would be cognizable by a regimental court-martial, the said officer to decide upon the sentences of such court-martial and direct the punishments awarded to be executed, or remitted as he shall think expedient.

XIV.

THE officers commanding districts will receive orders from the Secretary of War till an inspector general shall be appointed, specifying the returns (other than those mentioned) they are to send and to whom. All returns and reports are to come from the officers commanding districts, and nothing direct from the recruiting officers.

XV.

To indemnify the officers commanding districts for the travelling expenses to which they are liable in visiting the recruiting quarters under their respective commands, an allowance of _____ a day each in addition to their pay, without subtracting from their rations or forage, will be made them, and the actual expense they are at for stationery, certified upon oath or affirmation, will be reimbursed. Recruiting officers will be allowed, the actual expense they are at for stationery and postage of letters, to be certified upon oath or affirmation.

XVI.

THE officer commanding a district will be allowed to appoint a subaltern officer (not employed on the recruiting service) to do the duty of adjutant in the district, with an allowance of _____ a day in addition to his pay and rations, and two serjeants, one to act as serjeant-major, and the other as clerk to the district; these serjeants to receive an allowance of _____ a day each. A surgeon's mate will be placed under the orders of each officer commanding a district, to examine the recruits when brought for inspection, and to give such medical assistance as may be in his power, to the several recruiting parties within his district.

XVII.

ALL recruiting officers and parties are to be subject to the controul of the officer appointed to superintend their district.

XVIII.

WHENEVER a recruiting officer shall send any recruits to the general recruiting rendezvous within his district, or when sent to join their regiments or corps, he must transmit an account in writing to the proper officer, stating what bounty has been paid and to what period such recruits have received their pay and subsistence.

XIX.

WHEN recruits abscond or refuse to go before a magistrate to be attested within the time prescribed, an attested certificate of that fact is to be immediately sent to the officer commanding in the district, in order to its being transmitted to the Inspector-General or Secretary of War, and also to the Head-Quarters of the regiment or corps, as no allowance will be made to the recruiting officer for recruits so absconding or refusing to go before a magistrate, and afterwards returned as deserters, although they should be sent under an escort to their regiments, corps, or general rendezvous, unless such certificate shall have been previously received.

XX.

THE officer that enlists a recruit who, on joining his regiment or corps, or upon inspection by the proper officer, shall be found to labor under any disability which existed, and might have been known before his enlistment, and incapacitates him from performing the duties of a soldier, shall reimburse to the United States all bounty-money or advances he may have paid to such recruit. And the proof that the disability accrued after the enlistment, shall lie upon the officer.

XXI.

No recruit is to be permitted to keep in his possession, after being sworn, any clothing except that which he may receive from the public. The officer is, therefore, to oblige him to dispose of his private clothing immediately, or to take the keeping of it upon himself till an opportunity offers to sell it for account of the recruit.

XXII.

No recruit is to be allowed to absent himself from his quarters till such time as he has proved himself faithful, without a corporal or trusty private to attend him.

XXIII.

Each recruit, after being sworn, is to be attached to a squad, each squad is to consist of a number sufficient to form a mess, who must live together and be under the inspection and command of a sergeant or corporal.

XXIV.

The officer will regulate the hours of eating, and will not suffer the corporal or any of the squad to be absent from meals.

XXV.

Every recruiting officer shall cause the roll of his recruits to be called three times every day, to wit; at nine o'clock in the morning, at noon and at sun-setting.

XXVI.

THE purposes to which recruits apply their money ought to be attended to, as it will give indications to the officers of their dispositions.

XXVII.

No recruiting officer is to promise a recruit that he shall be a non-commissioned officer, but he is permitted to empower any recruit to act as a non-commissioned officer to a squad or to the first or second class herein after mentioned until the recruits shall join the companies or regiments to which they are destined, for the purpose of giving such recruit an opportunity to shew by his conduct, whether he is qualified for promotion when it can take place in the course of service.

XXVIII.

THE artificers to be enlisted must be of the following trades, viz.

RECRUITING officers will receive written instructions as to the number of each kind they may enlist as such. No person to be enlisted for an artificer who has not served a regular apprenticeship to his trade, and who cannot produce a good character from two reputable citizens for sobriety and industry, and who will not agree that he may, on his arrival at the corps for which he is destined, be reduced to the rank and pay of a private, if it shall appear that he is disqualified for the purpose for which he enlisted.

XXIX.

EVERY recruiting officer will cause his recruits to be separated into two classes, and will begin to instruct them immediately after their being sworn.

THE first class to consist of those recruits who have learned the step and the management of their arms.

THE new recruits to form the second class and be instructed in their positions to march and in the manual exercise at least once every day (Sundays excepted) by a skillful sergeant, corporal or soldier. Instructions may be given to the recruits of the second class in quarters, on parade, or under cover in bad weather, first one by one, then two by two, and lastly in parties. But they are not to be taught the management of their arms 'till after they have been habituated to the different positions and steps, commencing by the simplest and progressively advancing to the most complex.

WHEN the officer shall judge a recruit qualified to pass to the first class he will give orders accordingly.

THE exercise of the first class will be directed and superintended by the recruiting officer, and be the same as is usual for the perfecting of a company for actual service.

XXX.

EACH recruiting officer shall transmit monthly to the officer of the district a duplicate receipt, signed by each recruit, for the bounty he shall have received within that period. This regulation is to be strictly observed 'till the recruits have joined their respective corps, after which it is not allowable for the

officer to make them any payment on account of their bounty. It is to be understood also, that no credit will be allowed to a recruiting officer in the settlement of his accounts, which is not substantiated by such receipts, thus transmitted, and that whatever part of the bounty remains due to a recruit on his union with his corps, or company shall not be paid by the recruiting officer, but be stated in the first pay-roll after his arrival, and paid to him at the same time as his pay.

XXXI.

THE officer commanding each district will receive and be charged in the first instance, with all the monies which shall be required within his district for the recruiting service. He will, using a sound discretion, distribute such portions of the same, from time to time, to the officers of the respective recruiting parties, as the service shall demand, exacting from such recruiting officers a punctual settlement on correct vouchers at the proper periods.

XXXII.

THE officer commanding each district is required to account for all monies he may have received every ~~two~~ *three* months, viz. on the 31st day of March, the 30th of June, 30th of September and 31st of December.

XXXIII.

THE commanding officer at each rendezvous will sign returns for the issues of all rations and other necessary supplies for the troops, and on the Saturday of each week, the returns made in the week are to be taken up, and one general return made out and signed for the rations received in the course of the week, noticing the daily issues.

On the defection of a recruit, besides the usual exertions and means to be employed on such occasions, the recruiting officer will transmit, as soon as possible, a description of the defector to the field officer of the district, and will cause all descriptions of deserters that may be sent to him, to be entered in a book kept for that purpose, and will use his endeavors to discover and apprehend all deserters.

XXXIV.

THE officers commanding districts will, on the first Monday of each month, make, according to the form annexed (No. 3), a return of the recruits enlisted within the preceding month, with the several sums advanced them, and remitted by him to the respective recruiting officers within the same time. This return shall contain all the particulars of broken periods, dates and circumstances necessary to be inserted in the muster-roll.

XXXV.

ALL officers engaged in new levies or raising men for the service of the United States, are to conform themselves to the foregoing regulations in all points not otherwise directed by special order from the President of the United States, through the Secretary of War.

*Given at the War Office of the United States, in
the City of Philadelphia, this 2^d day of*

The following is a list of the names of the persons who have been admitted to the membership of the Society since the last meeting. The names are arranged in alphabetical order of their surnames.

Mr. J. H. Smith, of New York, was admitted to membership at the meeting held on the 15th inst. Mr. J. H. Smith is a member of the New York State Bar Association, and has been practicing law in New York for many years.

Mr. J. H. Smith is a member of the New York State Bar Association, and has been practicing law in New York for many years. He is also a member of the American Bar Association, and has been a member of the same since its organization.

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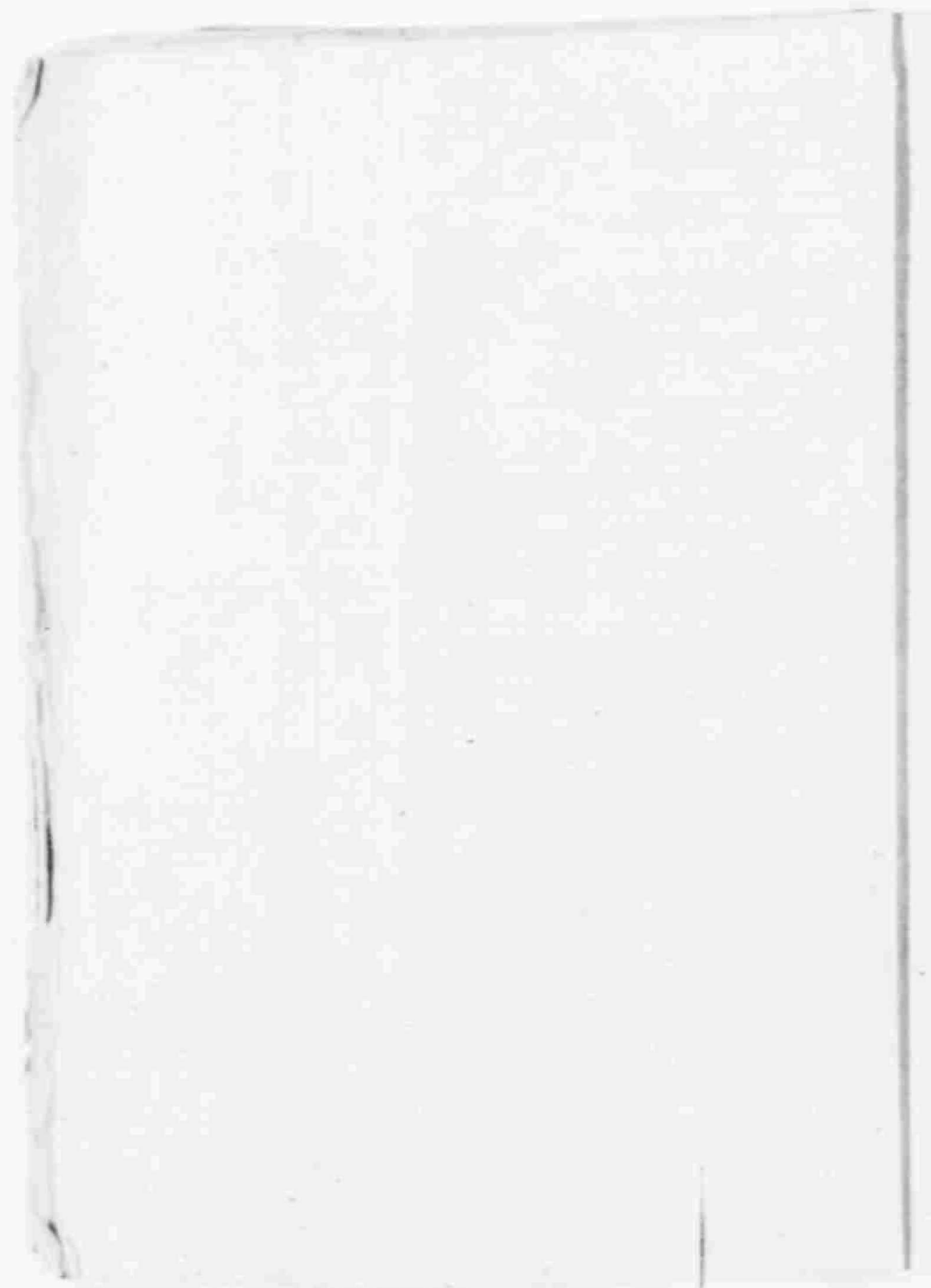
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(No. 2.)
in the State of _____
Recruits pr. last return.

Incidents during the

Names of recruits enlisted since last return.	Age.	Size.	Where born.	Description.	Enlisted.	Bounty paid.	Clothing, Arms, &c. issued.
	Years. Months. Feet. Inches.	Town or County.	State or kingdom.	Eyes. Hair. Complexion.	When. Where	Dollars. Cents.	Hats. Coats. Vests. W. Overalls. L. Overalls. Shirts. Socks. Pairs of Shoes. Stocks and Claps. Blankets. Knapsacks. Canteens. Munition & bayonet Cartridge Boxes. Bayonet scabbards. Swords. Drum. Fife.





(No. 3.)

Return of Recruits enlisted in the District of

since last return.

[illegible]